AMERICAN UNIVERSITY OF BEIRUT  
Career and Placement Services 
Student Affairs

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JOB VACANCY FORM

X Full-time    □ Part-time    □ Summer-Job    Internship

Job Title:  Sales/Admin Manager for 
Lagos, NIGERIA

Reference Number: 280514-3
Application Deadline:

Company Description

FIRM/INSTITUTION NAME:

TYPE:  □ Local    □ Regional    X Multinational

INDUSTRIAL SECTOR:  Ethanol produce

BRIEF FIRM DESCRIPTION:  The firm is a leading company in Africa and an industrial company of long experience and very good standing.

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:  The candidate’s responsibilities will include managing the daily sales operations as well as the daily administrative work of the company. The candidate will also be responsible for procurement as well for the logistics departments of the company. The candidate will also have the technical background to understand and monitor the technical infrastructure of the company.

JOB LOCATION(S):
City: Lagos  
Country: Nigeria

DEGREE:
X Bachelor  X Master is a plus  □ Doctoral Degree
X Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administration, Operations Management
WORK EXPERIENCE: Any
SKILLS:

Languages Skills:  X English  □ Arabic  French  Other:

Computer Skills:
Other Skills: communication, teamwork, organized, ability to prioritize tasks, versatile, flexible and with sound technical knowledge

SALARY
Basic Salary Range: $4,000 to $6,000

Other benefits include:
X Accommodation  X Health Insurance  X Return Ticket  X Bonus
□ Laptop  X Mobile Phone  □ Children’s Education  X Transportation
□ Lebanese NSSF  □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 280514-3

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour
The job vacancies are for AUB students and alumni ONLY.